

Received & Inspected

January 17, 2012

JAN 18 2012

Office of the Secretary  
Federal Communications Commissions  
Attention: Disability Rights Office, Room 3-B431  
9300 East Hampton Drive  
Capitol Heights, MD 20743

FCC Mail Room

RE: Petition for Exemption and/or Waiver from Closed Captioning CGB-CC-0529

The Catholic Television Network of Youngstown (CTNY) respectfully submits this Petition for Exemption and/or Waiver from the FCC's closed captioning rules, for its half-hour, weekly Catholic Mass, currently broadcast each Sunday on Youngstown television station WFMJ TV-21 (The Mass for Shut-Ins).

The FCC's rules expressly recognize that a "waiver" of the closed captioning requirement is appropriate in several instances. Specifically, the rules exempt any locally produced, non-news programming "with no repeat value." CTNY's weekly Sunday Mass is precisely the type of locally produced, non-news programming that qualifies for this exemption. The Mass is comprised of readings that are specific to that particular Sunday. Every Sunday has a different Introduction, First Reading, Second Reading, Gospel, Homily, General Intercessions etc. Therefore each liturgy is unique to that Sunday and cannot be repeated. The half-hour, weekly Sunday Mass on WFMJ TV-21, the only Catholic Mass produced and broadcast in the Northeast Ohio and Western Pennsylvania television audience, is taped each week at CTNY and subsequently aired that week.

The Catholic Television Network of Youngstown is not insensitive to the deaf and hard of hearing. CTNY offers an alternative to closed captioning by supplying a worship resource to follow the Mass. J.S. Paluch Company has donated "Seasonal Missalettes" to CTNY to send to their viewers. The missalette contains instructions and texts necessary for the celebration of Mass. This publication is currently sent quarterly to approximately 300 households and to numerous nursing homes, assisted living facilities and prisons. At the end of each Mass there is a slate with directives on how to obtain a copy of this booklet. (Seasonal Missalette sample: Exhibit A).

The United States Conference of Catholic Bishops set forth liturgical guidelines for televising the Liturgy. (Guidelines attached from USCCB website: Exhibit B). The guidelines state: "In order to reflect the integrity of the liturgical year, a pre-recorded liturgy should be taped on a date as close to the date of the actual telecast." CTNY tapes the Mass on Monday or Tuesday depending on Priest availability and WFMJ TV-21 requires the Mass by Thursday's close of business. A threshold problem for CTNY, therefore, is that the closed captioning process itself takes a week and most often would deprive the Mass of its topicality, contrary to Church guidelines.

Without an exemption or waiver, the Sunday Mass most certainly will have to be cancelled. Attached is a letter from WFMJ TV-21 stating that they intend to drop "The Mass for Shut-Ins" if the exemption/waiver is not granted (Exhibit C). The NBC affiliate donates a thirty minute 6:00 a.m. time slot to air the Sunday Mass. Homebound, elderly and disabled Catholics in Northeast Ohio and Western Pennsylvania would be denied weekly access to their Church, to their religion, to their religious traditions and, effectively, would be denied the opportunity to practice their chosen religion via television. These disenfranchised Catholics would include large numbers of disabled, sick and elderly who cannot otherwise attend any weekly religious services and who are dependent upon this one televised Sunday Mass produced by CTNY to satisfy their spiritual needs.

In this case, CTNY fully meets the FCC requirements for an exemption based on "Economically Burdensome Basis," because the imposition of the closed captioning requirement with regard to the "Mass for Shut-Ins" would present substantial difficulties and crippling expenses for CTNY. First, the reasonable estimate that the cost of closed captioning and overnight shipping for each Sunday Mass would total approximately \$325 per week, or about \$16,900 per year (Estimates: Exhibit D). That sum would represent about 9% of CTNY's entire budget. (Budget: Exhibit E). Second, an additional \$16,900 expense for CTNY would be crippling and almost certainly will force the cancellation of the Sunday Mass on WFMJ TV-21. Indeed, budget adjustments for the non-profit in recent years have left CTNY's other essential video programs so "lean" that further cuts in those critical efforts could not be made in order to shift funds for the closed captioning of the Sunday Mass. Third, reasonable alternatives have been considered but none is financially viable. CTNY has only two full-time lay personnel employees and no technical person, no equipment for closed captioning and no other capacity to create closed captioning in house. The staff did request an estimate for the cost of this equipment but has no ability to purchase or hire staff to operate this equipment (Estimate to purchase equipment: Exhibit F).

For the foregoing reasons, an exemption or waiver from the FCC's closed captioning requirements for this one weekly program – "Mass for Shut-Ins" – is not only warranted but, clearly, such a result would best serve the public interest.

Respectfully submitted,

Catholic Television Network of Youngstown  
By: Mr. Robert Gavalier  
General Manager  
9531 Akron-Canfield Road P.O. Box 430  
Canfield, Ohio 44406-0430  
(330) 533-2243  
[BobCTNY@aol.com](mailto:BobCTNY@aol.com)

Dated: January 17, 2012







Email us at [bcl@usccb.org](mailto:bcl@usccb.org)

Secretariat for Divine Worship | 3211 4th Street, N.E., Washington DC 20017-1194 | (202) 541-3060 © USCCB.

## Guidelines for Televising the Liturgy

## Exhibit B

*The following guidelines were approved by the National Conference of Catholic Bishops at its Nov. Plenary Meeting. These guidelines are offered as a resource for diocesan bishops and communication and liturgy personnel entrusted with the televising of liturgies.*

The Church at worship is God's priestly people called together and united with Christ in a sacred work through which God is glorified and we are made holy (cf. *Sacrosanctum Concilium*, [SC] #7). In the eucharistic assembly, in the proclamation of the Word, and in the celebration of the sacraments, God is present in our midst. The *Constitution on the Sacred Liturgy* reminds us that "all who are made children of God by faith and baptism should come together to praise God in the midst of his Church, to take part in the sacrifice, and to eat the Lord's Supper" (SC, #10).

Yet being a part of the Sunday worshiping assembly is not always possible for all members of the community. Some people have been hospitalized, home-bound, or imprisoned and do not have the opportunity to be physically present with a regular worshiping community. For this reason, many dioceses telecast the Mass and other liturgies as a way of reaching out to those who cannot be physically present for the community's celebration of the eucharist. The televised Mass is never a substitute for the Church's pastoral care for the sick in the form of visits by parish ministers who share the Scriptures and bring Communion, nor is it ever a substitute for the Sunday Mass celebrated within a parish faith community each week. However, televising the Mass is a ministry by which the Church uses modern technology to bring the Lord's healing and comfort to those who cannot physically participate in the liturgical life of the local Church and who often experience a sense of isolation from the parish and its regular forms of prayer and worship. In addition, many regard televised liturgies as a means of evangelization, of sharing the Good News of Jesus Christ and promoting the Church's worship via modern means of communication (cf. *Inter Mirifica*, #14).

The *Constitution on the Sacred Liturgy* clearly articulated the primary importance of the faithful's "full, conscious, and active participation" which is called for "by the very nature of the Liturgy" and which is their "right and duty" by reason of their baptism (SC, #14). As members of the worshiping assembly, we are called to join the offering of ourselves with the offering of Christ. Thus, our participation in the eucharist involves both internal and external expression including, but not limited to, an attitude of prayer and attention, physical movement, sentiments of praise and adoration, and joining in the sung and recited responses.

Telecasts, by their very nature, attempt to connect people and places that are physically separated. While there may be a tendency for the medium of television, with its inherent lack of physical interaction, to lead people to more passive roles as spectators, some elements of the telecasts can engage the viewers as participants. Although the televised Mass is not a substitute for participation in the actual celebration of the Church's liturgy, it does provide an opportunity for those unable to be physically present 1) to identify with a worshiping community, 2) to hear the Word of God, 3) and to be moved to expressions of praise and thanksgiving.

Diocesan liturgists and communication specialists who work to provide the televising of the Sunday Liturgy offer a special service, often under very difficult conditions. It takes special skills and pastoral sensitivity to produce a televised celebration of the Mass that is liturgically sound, given the limits imposed by the medium itself and the difficulties often associated with the availability of air time and the funding of such broadcasts.

The *Constitution on the Sacred Liturgy* notes that "Radio and television broadcasts of sacred rites must be marked by discretion and dignity, under the leadership and direction of a competent person appointed for this office by the bishops. This is especially important when the service to be broadcast is the Mass" (SC, #20).

In many instances, the Church does not have complete control over the televising of the liturgy. The Church is a guest in an environment not its own and constraints (length of air time, time of telecast, setting, etc.) are often imposed that are less than ideal. In addition, dioceses and religious groups are finding it very difficult even to be able to purchase air time for a telecast at an hour that is reasonable for viewers who are sick or elderly. For these reasons, a joint Task Force representing the Committee on Communications and the Committee on the Liturgy of the National Conference of Catholic Bishops developed the following considerations to assist bishops and to guide those who are responsible for televising the liturgy.



## Principles

The first requirement for good telecast liturgies is good liturgical celebration. When the Mass or other liturgies are televised, those responsible for the planning, production, and celebration must make every effort to respect basic liturgical principles, including:

- giving careful attention to the modes of Christ's presence in the liturgy, e.g., the Word, the eucharistic bread and wine, the assembly, the priest (SC, #7);
- following the directives of the *General Instruction of the Roman Missal (GIRM)*;
- the full, conscious, and active participation of the faithful;
- the integrity of the liturgical year;
- a homily addressed to the assembly, while taking into account those who watch on television (GIRM, #41);
- the appropriate use of trained liturgical ministers;
- the use of live liturgical music that fits the celebration;
- a sense of noble simplicity;
- the good use of liturgical space;
- an unhurried, reverent pace;
- an awareness of and visual contact with the viewing congregation;
- notification to the viewers when the Mass is pre-recorded.

## Models

There are a number of models that may be used when the Mass is televised. Each model will be further enhanced if texts for the liturgy to be celebrated -- including scripture readings and music -- are made available to viewers of the televised Mass, and if local parishes arrange for communion to be taken to the viewers of the televised Mass so that their reception of communion coincides with the end of the televised Mass.

### Live Telecast

Ideally, the Mass is telecast "live", in real time, as it is celebrated. Here, the viewer is able to join in the prayer of a worshipping community as the liturgy is celebrated. The liturgical days and seasons are respected and the worship setting as well as an actual praying community help the viewer to participate with an attitude of prayerful attention and internal participation.

### Delayed Telecast

A second model is that of taping the Sunday Mass as it takes place in a local community and telecasting it at a later time that same day. This model is less than ideal because the telecast is separated from the actual celebration of the liturgy. However, it respects the nature of the liturgy and the liturgical season when it is celebrated (and telecast) on the actual liturgical day and allows those who watch and pray to identify with an actual community in its worship. This form of telecast is more difficult for dioceses and television stations because of the short time between taping and telecast and the limited number of personnel available on the weekend.

### Pre-recorded Telecast

A third model is that of pre-recording the liturgy for broadcast at a later date. While we understand that some dioceses may not be able to use either of the first two models, using the third model will require greater care to be able to overcome the following limitations of this model:

1. The liturgy that is pre-recorded is often celebrated outside the liturgical day or season (e.g., taping "Christmas morning Mass" on Monday of the fourth week of Advent).
2. The assembly is not a community which regularly gathers for the celebration of the liturgy. Often it is a group of people who gather together specifically for the purpose of televising the liturgy.
3. Time constraints that are placed on the liturgy often control the flow of the liturgy (limiting the number of readings, length of homily, choices of music and other options) rather than allowing the liturgy to flow at an unhurried pace.
4. Editing the liturgy by cutting out particular elements of the Mass, or by using special effects to enhance the liturgy artificially (e.g., superimposing a crucifix on the host during the elevation, the incorporation of outside images), should not be done.
5. The studio format and techniques may be distracting for those gathered to celebrate the eucharist in that setting and may make the priest and other ministers appear to be actors rather than leaders of public worship.

## Guidelines



Given the communal nature of liturgical prayer, it may, at times, be preferable to televise some forms of prayer other than the eucharist, such as Morning or Evening Prayer, a Liturgy of the Word, or Scripture services. However, when a liturgy (especially the Sunday Mass) is to be televised, the following guidelines are suggested:

**1. Responsibility of the Diocesan Bishop**

The bishop of a diocese in which a televised Mass is produced has the responsibility to see that liturgical law is carefully observed, especially regarding the liturgical feasts and seasons, the use of approved liturgical texts and translations of Scripture, proper vesture, and ministers fulfilling their proper roles in the liturgy. Since these telecasts often cross diocesan lines, collegial responsibility should be exercised by the bishops involved (*SC*, #22 and *Inter Mirifica*, #20).

**2. Live vs. Pre-recorded Celebrations**

Whenever possible, the liturgy should be telecast live. When this is not possible, consideration may be given to pre-recording the liturgy. A liturgy that is pre-recorded for delayed telecast should be taped as it is celebrated in a local worshiping community and then be telecast at a later time on the same day. Only when neither of these options is possible, should the liturgy be taped in advance in a setting other than a regularly scheduled liturgy celebrated by a local worshiping community. In order to reflect the integrity of the liturgical year, a pre-recorded liturgy should be taped on a date as close as possible to the date of the actual telecast. In order to preserve the sacred character of the liturgical celebration, only one liturgy should be recorded on a given day with the same group of people.

**3. Time Constraints**

The celebration of the liturgy should not be rushed, nor should elements of the liturgy be omitted. Those responsible for planning, production, and presiding need to be sensitive to the requirements of the liturgy as well as the time constraints of television. For the integrity of the liturgy, those who produce the televised liturgy should be discouraged from editing out parts of the Mass (e.g., the Gloria, one of the readings). Planning and the careful choice of options can help to keep the celebration within the particular time frame.

**4. The Assembly**

No other single factor affects the liturgy as much as the attitude, style, and bearing of the celebrant (*Music in Catholic Worship*, #21). Therefore, the priest who is to preside at a televised liturgy should be carefully chosen and properly prepared. Since the liturgy is the work of Christ and the work of God's people, the televised Mass should always be celebrated within a living community of God's people whose presence reveals the full, conscious and active participation of the faithful. Even when the liturgy to be televised is taped apart from a regularly scheduled parish liturgy, there should always be a group of people who participate in the liturgy as fully as possible by their prayer, song, and presence.

**5. The Word**

Whenever possible, the Word of God should be proclaimed in its entirety. When time is a concern, the short forms in the *Lectionary* may be used. Since the homily is an integral part of the liturgy and necessary for the nurturing of the Christian life, there should always be a homily for the televised Sunday Mass (*GIRM*, #41). The homilist needs to be sensitive to the needs of the gathered assembly and of those who will be viewing the telecast.

**6. Music**

Music is very important in televising liturgical celebrations. The televised Mass, especially on Sunday, should normally include the sung acclamations; i.e., Alleluia, Holy, Holy, Memorial Acclamation, Great Amen. Ideally, the responsorial psalm should also be sung. Other appropriate songs may be sung as time permits. Additional musical selections should correspond to their placement in the liturgy and not simply be used as occasions for performance. The use of pre-recorded music, even to accompany the congregation's singing, is not appropriate for the liturgy (*Music in Catholic Worship*, #54 and *Liturgical Music Today*, #60).

**7. Liturgical Environment**

When using a setting other than a church or chapel, every effort should be made to create an environment which is fitting and conducive to the celebration of the liturgy (*GIRM*, #253). Provision should be made for proper vesture, worthy vessels, appropriate liturgical furniture, suitable musical instruments, and an arrangement of the liturgical space that encourages a reverent posture and attitude of the participants.

## Conclusion

The purpose of these guidelines is to assist the bishops in their role of overseeing both the celebration and the telecast of the church's liturgy. In addition, the principles will be helpful for those most directly involved with the preparation and televising of the Mass. As noted earlier, the telecast of the Sunday Mass offers a unique challenge to liturgists and communication personnel. Limited access to air time, the constraints of time and personnel, and

the resources needed for a telecast that is liturgically and technically effective create special difficulties for those who provide this pastoral service. We are grateful to liturgists and communication experts who collaboratively utilize their skills to make effective use of the medium of television to help people connect with the Church's worship.

Much more could be said and greater specificity could be given in these guidelines. The guidelines are intentionally limited, however, to allow as much latitude as possible for the local bishop in overseeing the telecasting of the liturgy. These guidelines are provided for bishops to use as the basis for their important work of overseeing the celebration of the liturgy in their dioceses.



WFMJ TELEVISION, INC.  
WBCB TELEVISION, INC.  
101 West Boardman Street  
Youngstown, OH 44503

Mailing Address:  
P.O. Box 689  
Youngstown, OH 44501-0689

Mr. Bob Gavalier  
CTNY  
P.O. Box 430  
Canfield, OH 44406

**Exhibit C**

January 13, 2012

Dear Bob,

Per our discussions, WFMJ will be forced to stop airing *Mass for Shut-Ins* effective Sunday, January 22, 2012 due to the expiration of your current closed captioning waiver. FCC compliance mandates programs be captioned and your current waiver expires on January 19, 2012.

In the event you receive a waiver extension, WFMJ will be happy to continue our long-standing carriage of the Mass for Shut-Ins program.

Sincerely Yours,

Jack Grdic  
General Manager  
WFMJ Television, Inc.  
P.O. Box 689  
Youngstown, OH 44501-0689



**Exhibit D****Creative Caption & Vide**

7476 Rockfalls Drive  
Richmond, VA 23225  
USA

Voice: 804-330-2554  
Fax:

**QUOTATION**

Quote Number: CTNY Q 01-16-12

Quote Date: Jan 16, 2012

Page: 1

**Quoted To:**

CTNY  
9531 Akron Canfield Rd  
PO Box 430  
Canfield, OH 44406

Customer ID	Good Thru	Payment Terms	Sales Rep
CTNY	2/15/12	Prepaid	

Quantity	Item	Description	Unit Price	Amount
1.00		Closed Captioning 30min (non-profit rate)	200.00	200.00
1.00		Transcription Services	40.00	40.00
1.00		1x Master CC Tape		
Subtotal				240.00
Sales Tax				
<b>TOTAL</b>				<b>240.00</b>

## Calculate Time and Cost

### Time and Cost Summary

Retail Rates By Service			
Service	Latest Pickup Time:	Guaranteed By	Total
UPS Next Day Air Early A.M.®	6:00 P.M. Tuesday January 17, 2012	8:00 A.M., Wednesday January 18, 2012	71.27 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Next Day Air®	6:00 P.M. Tuesday January 17, 2012	10:30 A.M., Wednesday January 18, 2012	36.39 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Next Day Air Saver®	6:00 P.M. Tuesday January 17, 2012	3:00 P.M., Wednesday January 18, 2012	31.67 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS 2nd Day Air A.M.®	6:00 P.M. Tuesday January 17, 2012	10:30 A.M., Thursday January 19, 2012	19.35 USD *
Days In Transit: 2	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS 2nd Day Air®	6:00 P.M. Tuesday January 17, 2012	By End of Day, Thursday January 19, 2012	16.82 USD *
Days In Transit: 2	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Ground	6:00 P.M. Tuesday January 17, 2012	By End of Day, Thursday January 19, 2012	9.18 USD *
Days In Transit: 2	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Express Critical Our same-day service provides U.S. customers with reliable delivery of urgent shipments to every U.S. address and more than 180 countries worldwide.			Get a UPS Express Critical Quote
Result estimates calculated by UPS: Tuesday, January 17, 2012 11:04 A.M. Eastern Time (USA)			
* Rate includes a fuel surcharge .			
* Based on Flight Availability. Not available at UPS Retail Locations. Please visit UPS Express			



Critical for rates and additional details.

#### Shipment Information

**Ship To:** RICHMOND, 23225, UNITED STATES  
**Ship From:** Canfield, 44406, UNITED STATES  
**Shipment Date:** Tuesday, January 17, 2012  
**Total Shipment Weight:** 1 lbs.  
**Drop-off / Pickup?** I will drop off my prepaid package(s)  
Rates may vary at retail locations.  
**Origin Type:** Commercial  
**Destination Type:** Commercial  
**Number of Packages:** 1

#### Package Details

Package	Actual Weight	Dimensions / Packaging	Declared Value	Notices
1	1 lbs.	Not Entered / My Packaging	Not Entered	

\*10KG and 25KG packaging and rates are not available at The UPS Store or UPS Customer Center locations.

#### Next Steps

#### Guarantees and Notices

Subject to the Tariff/Terms and Conditions of Service, UPS guarantees on-schedule delivery of packages shipped via UPS's services listed as guaranteed, or will refund your transportation charges. Guaranteed Service is not available in all locations and scheduled business days and delivery schedules are revised occasionally due to changes in distribution and volume. Service to some remote areas also may require additional delivery days. For current delivery schedules, service availability and information, and a description of the UPS Service Guarantee, see the UPS Rate and Service Guide. Certain commodities and high value shipments may require additional transit time for customs clearance.

Rates are estimates only based on Prepaid service.

**Please Note:** Shipping rates quoted are estimates based on the information you have supplied. Shipping rates quoted do not include duties, taxes or other non-routine customs brokerage charges. Other shipping charges, surcharges or accessorials charges also may apply. Your final shipping charge may differ based on your shipper characteristics and the characteristics of, and services requested for, packages actually tendered to UPS. Rates quoted here are based on UPS published rates. Please see the UPS Rate and Service Guide or the applicable service and rate guide in your jurisdiction for details. Rates and service may vary at retail locations.

**From:** CaptionLabs Adam Grover <agrover@mediaimages.com>  
**To:** BobCTNY <BobCTNY@aol.com>  
**Subject:** CaptionLabs Pricing  
**Date:** Mon, Jan 16, 2012 7:54 pm

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Dear Robert,

Thank you for inquiring! We keep our prices simple and easy to understand, because our customers prefer it that way!

Remember, we don't play tricks with our numbers by "baking in" additional services. If you only need captioning, you only pay for captioning. It's just that simple.

Here's a link to our pricing page:

[CaptionLabs Pricing](#)

Sincerely,  
Adam Grover  
CaptionLabs  
(877) 258-7800 ext 104

Media Images Inc. 1010 Taylor Station Rd. Suite E Columbus, Ohio 43230 United States [Opt-Out](#)



- Who We Are
- What We Do
- How We Do It
- Contact us

## Our Pricing

We believe knowing how much you're going to pay should be hassle free. Our most common pricing packages are shown below. Look them over and see which fits your needs best. And of course, if your project requires some special details, we will be glad to help with those too! Just click on the Project Quote button to the right.

Package:	Economy	Standard	Premier
<b>PROJECT</b>			
Turnaround (Business Days)	5	Next	Custom
Same Day Service Available	No	+\$75	
Setup Fee	None	None	None
Quicktime & AVI Master File Accepted	No		
Minimum Episode Commitment	8	None	None
<b>TRANSCRIPTION</b>			
Verbatim Transcript Included			
Finished Transcript Word Document	No		
<b>CAPTION DISPLAY</b>			
Roll Up Captioning			
Pop-On Captioning	No	+\$75	
Screen Position	Fixed	Movable	Movable
Languages	English	English & Spanish	Any
<b>ENCODING</b>			
E-Caption (Tapeless) Delivery			
HD Vide Encoding	No	No	
<b>BILLING &amp; SUPPORT</b>			
Net 30 Billing (Upon Credit Approval)	No		
Technical Support	Basic	Advanced	Advanced
After Hours Support	No		
100% Satisfaction Guarantee			
Price Per Episode*	\$157	\$237	Call For Price

*\*Prices are for closed captioning, up to 30 minutes in length.*

*Extra services like tape duplication and shipping are not included.*

**Project Quote Let's talk...**

## Calculate Time and Cost

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Retail Rates By Service			
Service	Latest Pickup Time:	Guaranteed By	Total
UPS Next Day Air Early A.M.®	6:00 P.M. Tuesday January 17, 2012	8:30 A.M., Wednesday January 18, 2012	62.04 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Next Day Air®	6:00 P.M. Tuesday January 17, 2012	10:30 A.M., Wednesday January 18, 2012	27.17 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Next Day Air Saver®	6:00 P.M. Tuesday January 17, 2012	3:00 P.M., Wednesday January 18, 2012	23.40 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Ground	6:00 P.M. Tuesday January 17, 2012	By End of Day, Wednesday January 18, 2012	8.65 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Express Critical Our same-day service provides U.S. customers with reliable delivery of urgent shipments to every U.S. address and more than 180 countries worldwide.			Get a UPS Express Critical Quote
Result estimates calculated by UPS: Tuesday, January 17, 2012 11:06 A.M. Eastern Time (USA)			
* Rate includes a fuel surcharge .			
* Based on Flight Availability. Not available at UPS Retail Locations. Please visit UPS Express Critical for rates and additional details.			

### Shipment Information

Ship To:	Columbus, 43230, UNITED STATES
Ship From:	Canfield, 44406, UNITED STATES
Shipment Date:	Tuesday, January 17, 2012
Total Shipment Weight:	1 lbs.
Drop-off / Pickup?	I will drop off my prepaid package(s) Rates may vary at retail locations.
Origin Type:	Commercial
Destination Type:	Commercial
Number of Packages:	1



## Package Details

Package	Actual Weight	Dimensions / Packaging	Declared Value	Notices
1	1 lbs.	Not Entered / My Packaging	Not Entered	

\*10KG and 25KG packaging and rates are not available at The UPS Store or UPS Customer Center locations.

## Next Steps

## Guarantees and Notices

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**From:** Emily Bell <emily@captionmax.com>

**To:** bobctny <bobctny@aol.com>

**Subject:** captions for The Mass for Shut-Ins

**Date:** Tue, Jan 17, 2012 2:01 pm

**Attachments:** CaptionMax\_Credit\_Card\_Authorization\_+\_T&C's.pdf (115K), master\_video\_specs.pdf (1003K)

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Hi, Robert.

Thanks for looking into CaptionMax. For a single half-hour program, we can create roll-up style captions for **\$200**. This includes script import or professional human transcription, caption timing and formatting, PreciseCheck, and export of a caption data file such as an .scc.

If you send us a copy of your DVCPRO tape, we can clone a closed captioned master from that for **\$95**. Shipping is additional, or we can use your shipping account number. Standard turnaround is about 4 business days, but we can give you a more specific estimate when we know more about your delivery schedule.

Please let me know if there are any questions I can answer for you or if there's anything else we can provide.

Thanks.

Emily

---

TOTAL \$295.00

**Emily Bell**  
Multimedia Manager  
CaptionMax  
direct: 612.656.1030  
main: 612.341.3566

## Calculate Time and Cost

### Time and Cost Summary

Daily Rates By Service			
Service	Latest Pickup Time:	Guaranteed By	Total
UPS Next Day Air Early A.M.®	6:00 P.M. Tuesday January 17, 2012	10:00 A.M., Wednesday January 18, 2012	78.98 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Next Day Air®	6:00 P.M. Tuesday January 17, 2012	By End of Day, Wednesday January 18, 2012	44.10 USD *
Days In Transit: 1	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS 2nd Day Air®	6:00 P.M. Tuesday January 17, 2012	By End of Day, Thursday January 19, 2012	16.14 USD *
Days In Transit: 2	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Ground	6:00 P.M. Tuesday January 17, 2012	By End of Day, Thursday January 19, 2012	8.58 USD *
Days In Transit: 2	Schedule by 5:00 P.M. Tuesday January 17, 2012		<b>Billable Weight:</b> 1.0 lbs.
UPS Express Critical Our same-day service provides U.S. customers with reliable delivery of urgent shipments to every U.S. address and more than 180 countries worldwide.			Get a UPS Express Critical Quote
Result estimates calculated by UPS: Monday, January 16, 2012 8:24 P.M. Eastern Time (USA)			
* Rate includes a fuel surcharge			
* Based on Flight Availability. Not available at UPS Retail Locations. Please visit UPS Express Critical for rates and additional details.			

### Shipment Information

**Ship To:** STANFORDVILLE, 12581, UNITED STATES  
**Ship From:** Canfield, 44406, UNITED STATES  
**Shipment Date:** Tuesday, January 17, 2012  
**Total Shipment Weight:** 1 lbs.  
**Drop-off / Pickup?** I will drop off my prepaid package(s)  
 Rates may vary at retail locations.  
**Origin Type:** Commercial  
**Destination Type:** Commercial  
**UPS Account Number:** 402886  
**Number of Packages:** 1

### Package Details

Package	Actual Weight	Dimensions / Packaging	Declared Value	Notices
1	1 lbs.	Not Entered / My Packaging	Not Entered	

\*10KG and 25KG packaging and rates are not available at The UPS Store or UPS Customer Center locations.



**Next Steps****Guarantees and Notices**

Subject to the Tariff/Terms and Conditions of Service, UPS guarantees on-schedule delivery of packages shipped via UPS's services listed as guaranteed, or will refund your transportation charges. Guaranteed Service is not available in all locations and scheduled business days and delivery schedules are revised occasionally due to changes in distribution and volume. Service to some remote areas also may require additional delivery days. For current delivery schedules, service availability and information, and a description of the UPS Service Guarantee, see the UPS Rate and Service Guide. Certain commodities and high value shipments may require additional transit time for customs clearance.

Rates are estimates only based on Prepaid service.

Please Note: Shipping rates quoted are estimates based on the information you have supplied. Shipping rates quoted do not include duties, taxes or other non-routine customs brokerage charges. Other shipping charges, surcharges or accessorial charges also may apply. Your final shipping charge may differ based on your shipper characteristics and the characteristics of, and services requested for, packages actually tendered to UPS. Rates quoted here are based on UPS published rates. Please see the UPS Rate and Service Guide or the applicable service and rate guide in your jurisdiction for details. Rates and service may vary at retail locations.

DATE: 1/12/12  
TIME: 13:50:17  
FUND: 1 GENERAL FUND

INCOME/EXPENSE RECAP REPORT  
FISCAL YEAR: 2012  
DEPT: 31 C.T.N.Y.

Exhibit E

ACCOUNT#	DESCRIPTION	JUNE	JUNE BUDGET	ACTUAL YTD	YE/ BUDGET	BUD BALANCE
140-461-31	Int & Div Income - Wells Fargo CTNY	.00	860.00	6368.37	10320.00	3951.63
140-471-31	Realized Gain/Loss - Wells Fargo CTNY	.00	.00	20643.57	.00	20643.57
140-481-31	Unrealized Gain/Loss - Wells Fargo CTNY	.00	.00	13415.42	.00	13415.42
140-501-31	Other Income	.00	.00	.00	.00	.00
140-502-31	Admin. Fee Income	.00	.00	.00	.00	.00
140-503-31	Gifts & Donations	.00	650.00	5018.81	7800.00	2781.19
140-504-31	Media Circulation	.00	.00	.00	.00	.00
140-505-31	Interest Income	.00	.00	.00	.00	.00
140-506-31	K of C Grant	.00	.00	.00	.00	.00
140-507-31	Material Resale	.00	.00	.00	.00	.00
140-508-31	Certification	.00	.00	.00	.00	.00
140-519-31	Radio Production	.00	.00	.00	.00	.00
140-520-31	T.V. Production	.00	.00	.00	.00	.00
140-521-31	Institute	.00	.00	.00	.00	.00
140-524-31	Gifts and Donations - TV Day Sponsors	.00	.00	.00	.00	.00
140-525-31	ETC/NEO 49% Marketing Pr	.00	.00	.00	.00	.00
140-529-31	T.V. Broadcasts	.00	.00	.00	.00	.00
140-531-31	Radio Broadcasts	.00	.00	.00	.00	.00
140-534-31	Radio Day Sponsors	.00	.00	.00	.00	.00
140-538-31	T.V. Underwriting	.00	.00	.00	.00	.00
140-541-31	CTNY Friends	.00	.00	.00	.00	.00
140-542-31	Foundations & Grants - Operations	.00	.00	.00	.00	.00
140-546-31	Priests Stipend, Mass & Missalettes	.00	.00	.00	.00	.00
140-590-31	Custodial Collection FBO CTNY	.00	1333.33	8068.45	16000.00	7931.55
140-672-31	Gain (Loss) on Disposition of Property	.00	.00	.00	.00	.00
	REVENUE	.00		26683.78	**	
153-012-31	Priests Salary and Wages	.00	1171.66	4099.83	14650.00	10550.17
153-013-31	Religious Salary and Wages	.00	1579.16	5525.80	19740.00	14214.20
153-014-31	Lay Person Salary and Wages	.00	5816.66	20494.83	72700.00	52205.17
153-016-31	Contracted Priest Services	.00	1441.66	8647.20	17300.00	8652.80
153-017-31	Contracted Religious Services	.00	.00	.00	.00	.00
153-018-31	Lay SUBSIDIZED Salary/Wages	.00	.00	.00	.00	.00
153-020-31	Life/Disability Insurance	.00	56.66	198.66	710.00	511.34
153-021-31	Health Care	.00	2533.33	8401.50	30400.00	21998.50
153-022-31	Pension	.00	229.16	794.78	2840.00	2045.22
153-023-31	Priest's Retirement	.00	340.00	1020.00	4080.00	3060.00
153-024-31	Religious Retirement	.00	125.00	747.24	1500.00	752.76
153-025-31	Other Employee Benefits	.00	.00	4300.00	.00	4300.00
153-026-31	Employer 403(b) Match	.00	229.16	794.78	2840.00	2045.22
153-031-31	FICA Tax	.00	448.00	1371.43	5560.00	4188.57
153-032-31	Unemployment/WC Benefits	.00	116.66	409.88	1460.00	1050.12
153-033-31	Unemployment Tax	.00	.00	.00	.00	.00
153-041-31	Telephone	.00	250.00	1830.82	3000.00	1169.18
153-042-31	Postage and UPS	.00	416.66	1908.54	5000.00	3091.46
153-043-31	Printing	.00	75.00	242.70	900.00	657.30
153-044-31	Photocopying	.00	.00	.00	.00	.00
153-045-31	Office Supplies	.00	200.00	795.90	2400.00	1604.10
153-046-31	Equipment Maintenance and Repair	.00	375.00	4825.00	4500.00	325.00
153-047-31	Small Equipment Purchases Under \$1500	.00	250.00	1564.73	3000.00	1435.27
153-048-31	T.V. and Radio Equip. Repair	.00	.00	.00	.00	.00
153-051-31	Local Mileage/Tolls/Parking	.00	250.00	942.86	3000.00	2057.14
153-054-31	Transportation	.00	.00	.00	.00	.00
153-055-31	Local Meals	.00	.00	.00	.00	.00
153-056-31	Memberships/Fees/Dues	.00	25.00	.00	300.00	300.00
153-057-31	Special Meetings	.00	.00	.00	.00	.00
153-058-31	Meeting Expenses	.00	166.66	763.28	2000.00	1236.72
153-059-31	Misc. Travel/Entertainment Expenses	.00	.00	.00	.00	.00

153-063-31	Subscriptions / Publications	.00	8.33	.00	100.00	100.00
153-064-31	Public Relations & Advertising	.00	58.33	332.00	700.00	368.00
153-065-31	Equipment Rental	.00	583.33	3414.50	7000.00	3585.50
153-066-31	Rent Expense	.00	.00	.00	.00	.00
153-067-31	Radio Production	.00	.00	.00	.00	.00
153-068-31	T.V. Production	.00	.00	.00	.00	.00
153-069-31	Educational Expenses	.00	.00	.00	.00	.00
153-070-31	Inter-Diocesan Institutes	.00	.00	.00	.00	.00
153-072-31	Program Service Supplies	.00	.00	.00	.00	.00
153-073-31	Ordinations	.00	.00	.00	.00	.00
153-074-31	Cathedral Liturgy	.00	.00	.00	.00	.00
153-077-31	Employee Conf/Conv/Retreat Costs	.00	50.00	475.00	600.00	125.00
153-081-31	Food,Coffee,Tea	.00	.00	.00	.00	.00
153-082-31	Paper Plates & Utencils	.00	.00	.00	.00	.00
153-091-31	Utilities	.00	125.00	480.00	1500.00	1020.00
153-092-31	Building Maint./ Repairs	.00	250.00	146.16	3000.00	2853.84
153-093-31	Property/Liability Insurance	.00	550.00	678.00	6600.00	5922.00
153-094-31	Real Estate Taxes	.00	.00	.00	.00	.00
153-095-31	Office Rental	.00	416.66	1666.64	5000.00	3333.36
153-102-31	Attorney Fees	.00	41.66	.00	500.00	500.00
153-107-31	Gifts	.00	.00	.00	.00	.00
153-109-31	Other Expenses	.00	83.33	.00	1000.00	1000.00
153-112-31	Payroll Company Service Fees	.00	83.33	250.05	1000.00	749.95
153-118-31	Advisory Committee	.00	.00	.00	.00	.00
153-132-31	Contracted Services	.00	200.00	650.00	2400.00	1750.00
153-152-31	Radio Broadcast Dues & Fees	.00	.00	.00	.00	.00
153-153-31	T.V. Broadcast Dues & Fees	.00	.00	.00	.00	.00
153-165-31	Priests Reimbursed Expenses	.00	66.66	.00	800.00	800.00
153-203-31	Special Events	.00	.00	.00	.00	.00
	EXPENSE	.00		77772.11	**	
	DEPARTMENT: REVENUE	.00		26683.78		
	EXPENSE	.00		77772.11		
		.00		51088.33-	***	





## Exhibit F

## Speed Proposal

January 12, 2012

Bob Gavalier  
CTNY  
9531 West Akron Canfield Road  
Canfield, Ohio 44406

From: Robert P. Ring  
Account Manager

Bob,

We will integrate the encoder, install software and show you the basics on how to use the software.

### Equipment

Proposal # ctny-caption-011212rr

Item	Qty	Manuf.	Model	Description	Sugg List	Net	Total Net
1	1	CPC	Web-Plus	Closed caption software generating SCC files for DVD authoring and web broadcasting	\$3,995	\$3,903	\$3,903
2	1	Link	PDA-895	Closed caption encoder	\$3,850	\$3,555	\$3,555
Total Equipment Sell							\$7,458
RPC Set-Up, Materials, and Installation							\$2,040
<b>GRAND TOTAL</b>							<b>\$9,498</b>

### Proposal Terms & Conditions

Terms Net 20 days – PCA  
F.O.B. Ship Point PPA  
Proposal Valid 30 days

### Customer Check List

Should the Owner in whole cancel a project or in part, prior to final completion, the Owner agrees to pay RPC Video for all costs incurred to date and/or to bring the project to an acceptable close. Materials and equipment may be subject to restocking charge.

PITTSBURGH	384 Route 909 - Verona, PA 15147	• 412-828-1414	• FAX 412-828-1488
HARRISBURG	1168 Stone Creek Dr., - Hummelstown, PA 17036	• 717-566-4401	• PHONE/FAX
CLEVELAND	805 Park Ave., - Elyria, OH 44035	• 440-328-3338	• FAX 440-328-3330

DOCKET NO. 106-181

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